



Terms of Reference

Atlantic Region

The IAEM-Canada Atlantic Region is accountable to IAEM-Canada.

Members shall be in good standing with IAEM-Canada and shall adhere to governance of the IAEM-Canada Bylaws, IAEM-Canada Administrative Policies and Procedures and Regional Bylaws and Policies and Procedures, if applicable. Standards of Behaviour and Code of Conduct as defined by IAEM will be strictly observed by all members.

Background

The IAEM-Canada Atlantic Region is a region running under the governance of IAEM-Canada in an effort to reduce the span of information flow across the country and represent regional emergency preparedness considerations at the national level.

Definitions

IAEM – International Association of Emergency Managers

Bylaws and Administrative Policies and Procedures

The IAEM Canada Atlantic Region uses the IAEM Canada Bylaws and the IAEM Canada Administrative Policies and Procedures, in addition to these terms of reference, as its official governing documents. The Atlantic Region may develop Regional Bylaws to appropriately guide Regional activities.

Mandate

The IAEM-Canada Code of Conduct requires that all members:

- Behave ethically, honestly and with integrity;
- Conduct themselves in a way that upholds IAEM Values and the integrity and good reputation of IAEM;
- Promote emergency management and the emergency manager as a unique profession; and
- Be a proactive member of the Emergency Management community.

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Mission

The mission of the Atlantic Region is to support, facilitate and benefit the Atlantic Regional members by promoting the following:

- Support for the vision and mission of IAEM Canada;
- Foster relationships with stakeholders in emergency management;
- Build a social network among the profession;
- Advocate for the issues that are important to its regions members;
- Foster IAEM membership; and
- Disseminate information about IAEM Canada and emergency management including upcoming training opportunities, conferences, social events, and news.

Executive Positions

All executive positions will be for a one year term beginning June 1st and ending May 31st the following year. If a member of the Executive wishes to run for a consecutive term, they will need to reapply through the nomination and election process.

- One President;
- One Vice President;
- One Secretary/ Treasurer.

The executive positions shall be elected by the members of IAEM–Canada Atlantic Region.

Members of the executive may be removed, with or without cause, by a majority vote of the Region executive.

Procedural

In connection with the discharge of its duties and responsibilities, the Region Executive shall observe the following procedures:

1. **Meetings:** Region Executive meetings will be scheduled, at a minimum, by teleconference on a monthly basis by the Chair with the exception of July, August, and December. Changes to the meeting schedule may take place with the agreement of the President and Vice President, provided that the period of time between any two committee meetings does not exceed three months.

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2. **Place and Means of Meetings:** The Region Executive may meet at any place within Canada and may hold meetings in person, by telephone or by electronic means.
3. **Attendance:** Region Executive shall inform the Chair or delegate in advance if they will be absent from scheduled meetings. Absenteeism from three consecutive meetings will constitute a special meeting with the Chair.
4. **Quorum:** A quorum will be a majority of the Executive (50 % plus one).
5. **Other Attendees:** With the consent of the Chair, other Directors and non-executive members may be asked to attend a meeting(s) to provide assistance.
6. **Meeting Minutes:** The minutes will be drafted and reviewed by the executive for approval. In the absence of the President, the Vice-President shall approve the minutes. Minutes will be posted on the website.
7. **Reporting Dates:** A monthly report will be provided to the Board of Directors of IAEM Canada though attendance to their monthly board meeting.
8. **Communication:** Communication with the IAEM-Canada Board will be carried out through the President.
9. **Meeting Chair:** The President will chair the meetings. In the event of the absence of the President, the Vice President will chair the meeting.
10. **Agenda Items:** The agenda for each meeting will be prepared and distributed to all members at minimum of one week in advance of regularly scheduled committee meetings.

Election of Executive Members

Executive positions are primarily awarded through a formal election process which occurs annually in the early spring of each year.

The process is outlined below:

1. The Atlantic Region President will send out a formal call for nominations to all regional members. The call for nominations will last a period for 15 days.
2. During this period Atlantic Region members who wish to submit a nomination for a position on the executive can do so by request via the IAEM Canada email.
3. After the 15 day nomination period, all nominations will be sent to the IAEM Membership Manager at IAEM HQ to confirm that everyone is eligible to run for positions on the Atlantic Region Council.

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4. Once the candidate roster has been confirmed by IAEM HQ, the official election period shall commence. The official election period will run over a 2 week period and members from the respective Region will be encouraged to vote.
5. The candidates will be selected by a majority vote.
6. In the event that an Executive member or a Director resigns or is removed from the council prior to the end of their term, a replacement may be appointed as per majority approval of remaining Executive.

Disciplinary Action of Executive

The process for seeking disciplinary action will be conducted as per the IAEM-Canada Bylaws and Policies and Procedures.

Expenditures

The Executive shall not expend any money, or bind the Corporation, or pledge its credit, or enter into any contracts on its behalf, without the express authority of the IAEM-Canada Board.

Specific Areas of Responsibility

In addition to any other duties and responsibilities assigned to it from time to time by the IAEM-Canada, the Region’s Executive specific areas of responsibilities are:

President

- Chair the monthly meeting;
- Attend IAEM - Canada monthly meetings and act as liaison between Canada Board and the Region;
- Provide oversight and manage projects;
- Ensure compliance with Not-for- Profit regulations; and,
- Other duties that arise.

Vice-President

- Serve as the President of Atlantic Region in their absence;
- Such other duties as assigned.

Treasurer

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- Manage all financial interactions and records related to the Region including but not limited to, collecting funds, making deposits, remunerating bills, and facilitating reimbursements;
- Preparation of Atlantic Region Annual Financial Report and Budget on behalf of the Executive; and,
- Other duties as assigned.

Secretary

- Record, distribute, and file all Regional documents to the appropriate persons and locations;
- Handle official correspondence pertaining to Regional business;
- Maintain all non-financial records of the Executive; and,
- Other duties as assigned.

Review and Revision

The Terms of Reference will be reviewed upon the election of a new President, or every two years. Review and revision will follow the IAEM-Canada Document Records Control Policy and Procedure.

All Committee members will indicate that they have read and understood these Terms of Reference on the attached sign off form and will forward the record to the Secretary or Director of Governance for compliance tracking.

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Revision History

Revision #	Date of Revision/Review	Page	Section	Purpose of Revision/Review/Amendment
0	Sept. 7, 2019	All	All	Original

Approval

Approved by the Committee President

Name: IAEM Canada Atlantic Region President, Tanya Mullally Date: 9/7/2018

Approved by the IAEM Canada Board of Directors

Name: IAEM Canada President Greg Solecki Date: 9/7/2018

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Acknowledgement of the IAEM-Canada Atlantic Region

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I, [Insert First and Last Name](#), am a member of IAEM-Canada in good standing and I have read and understood the Terms of Reference of the IAEM-Canada Atlantic Region.

I agree to all terms and conditions within this Terms of Reference and will abide by this document and the IAEM-Canada Bylaws and IAEM-Canada Administrative Policies and Procedures.

I agree to the above statement

I do not agree to the above statement

Name: [Insert First and Last Name](#)_____

Date: [Click here to enter a date.](#)

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